

~~SECRET~~
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER
SECTION A GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Barnard, Edward T.			10/10/10	M	14	IT
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
IO Contact			DCS/New York Office			
9. CHECK (X) TYPE OF APPOINTMENT						10. CHECK (X) TYPE OF REPORT
X	CAREER	RESERVE	TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See instructions - Section C)				X ANNUAL	REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):				SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)			
May 1969			1 Apr 68 - 31 Mar 69			
SECTION B PERFORMANCE EVALUATION						
W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.					
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.					
S - Strong	Performance is characterized by exceptional proficiency.					
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1						RATING LETTER
<input type="text"/>						S
SPECIFIC DUTY NO. 2						RATING LETTER
Locates and develops the potential of domestic organizations and individuals as sources of foreign intelligence.						P
SPECIFIC DUTY NO. 3						RATING LETTER
Collects intelligence information, briefs and debriefs.						P
SPECIFIC DUTY NO. 4						RATING LETTER
Initiates leads and furnishes operational support to other elements of the Agency.						S
SPECIFIC DUTY NO. 5						RATING LETTER
Prepares reports, memoranda and other communications.						S
SPECIFIC DUTY NO. 6						RATING LETTER
<input type="text"/>						S
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER
<input type="text"/>						S

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

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Mr. Barnard, during the period, has efficiently managed the removal of his office to new quarters and effectively reorganized it in accordance with new DCS procedures, disposing of over two-fifths of the classified holdings of the office. He has done a good job on the new organizational assignment thrust on him in late 1967 by the transfer of another member of the office. Our relationships with the organization remain cordial and cooperative and while our "take" has diminished, the loss is due to changes in the organization, cuts in its travel budget, and to Mr. Barnard's inability to spend as much time there as his predecessor.

The time required by the activities outlined above has understandably hampered Mr. Barnard's exploitation of his [redacted] territory. During the coming year however, I expect him to concentrate his efforts on a new approach to this territory. It is becoming increasingly important as a potential source of intelligence as more and more high quality industry relocates there. Within the near future, for example, [redacted] will move into the area. Mr.

Barnard's assigned Case load is now up to Office average and I anticipate a commensurate increase in his intelligence production.

Mr. Barnard's response to assigned activity continues to be thorough and expeditious. He is both security and cost conscious.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE 10 April 69 SIGNATURE OF EMPLOYEE Ed Sander

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 27 IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE <u>9 April 1969</u>	OFFICIAL TITLE OF SUPERVISOR <u>Chief, New York Office</u>	SIGNATURE
3. BY REVIEWING OFFICIAL		

COMMENTS OF REVIEWING OFFICIAL

DATE <u>14 April 1969</u>	OFFICIAL TITLE OF REVIEWING OFFICIAL <u>Director, DCS</u>	RE
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